

Exporting your database to put it into Appendix G.

Ordinary directions for PC users:

Open your database.

Click on File, then from the ensuing menu, click on Export.

A window will come up. Where it says "file name", Name your file "dean". Make a note of whatever directory is in the box that shows your current directory.

Click "save".

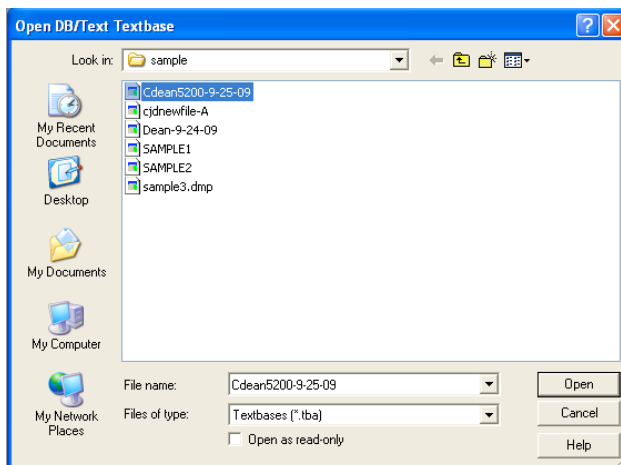
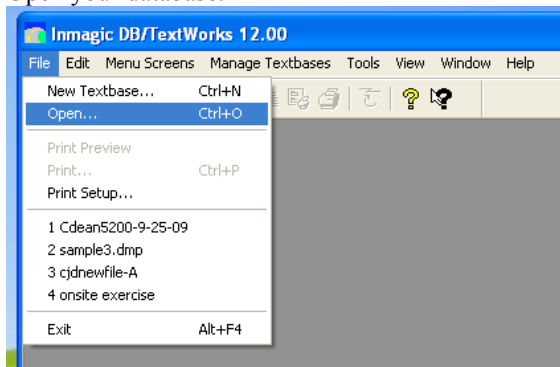
Open your IOP and go to Appendix G., and put your click your cursor underneath the heading.

Using Word, go to the directory you noted when exporting your records, and look for dean.dmp. Open that file with word.

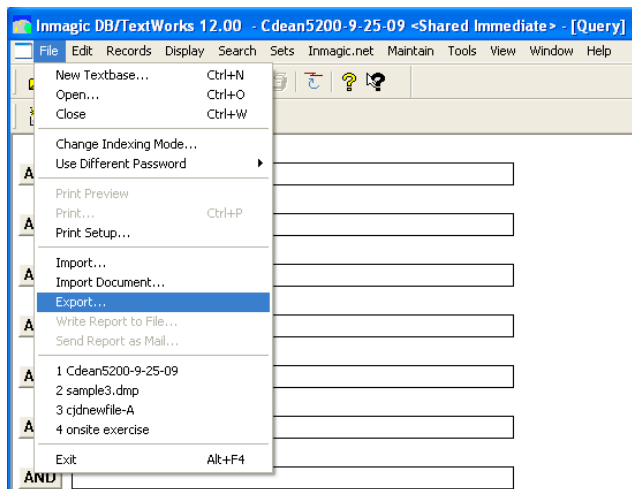
Copy everything in dean.dmp into your appendix G.

Help for the Macintosh users:

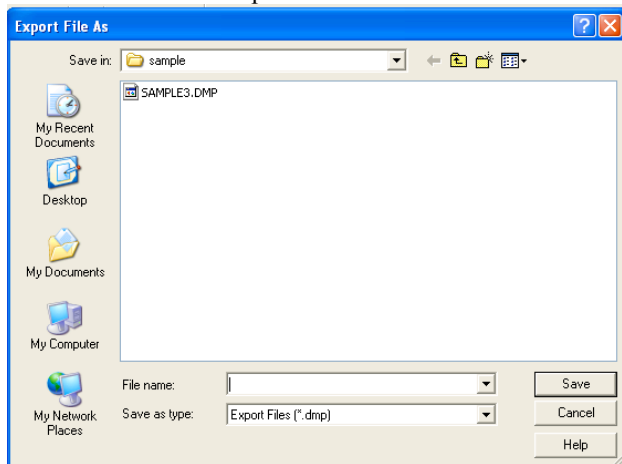
Open your database.



Click on File (below), then from the ensuing menu, click on Export.

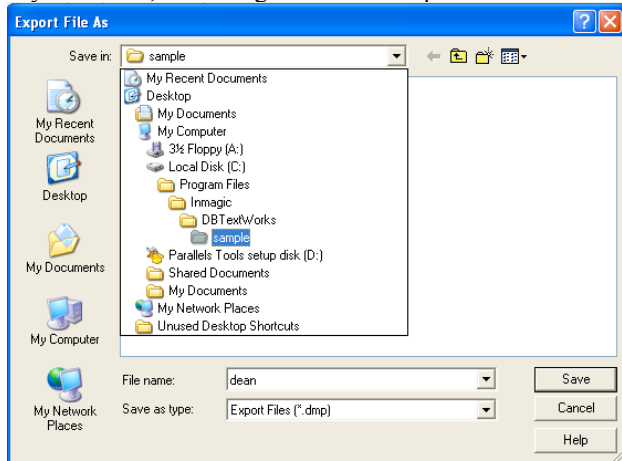


A window will come up.

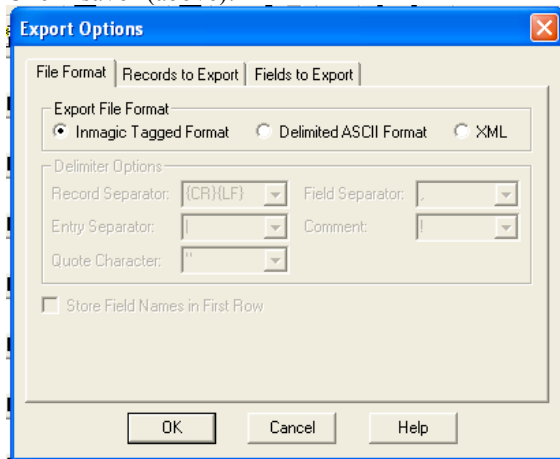


Where it says "file name", Name your file "dean". Make a note of whatever directory is in the box that shows your current directory.

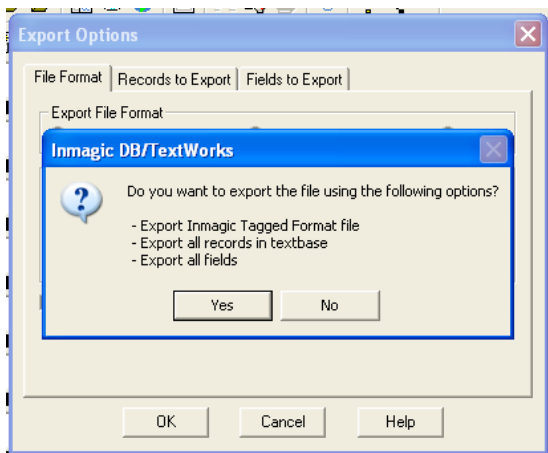
My note: OK, it is being saved in "sample." Let's see the hierarchy of that ...



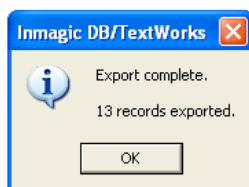
Yep. That's where it's at (above). I am naming it "dean" (above)
The second time around I named it dean.dmp The system may add "dmp"—just not sure.
Click "save" (above).



I am clicking the OK button above.



Clicking Yes above.



Clicking OK above.

Open your IOP and go to Appendix G., and put your click your cursor underneath the heading. Notice where my cursor is in the snapshot below.

Appendix G. Sample records

[My cursor is right here.]

G	Contains 3 records	33	
	Field names and order exactly match Appendix B	34	
	Each field contains data in at least one record (Subject and Classification may be blank in this draft)	35	

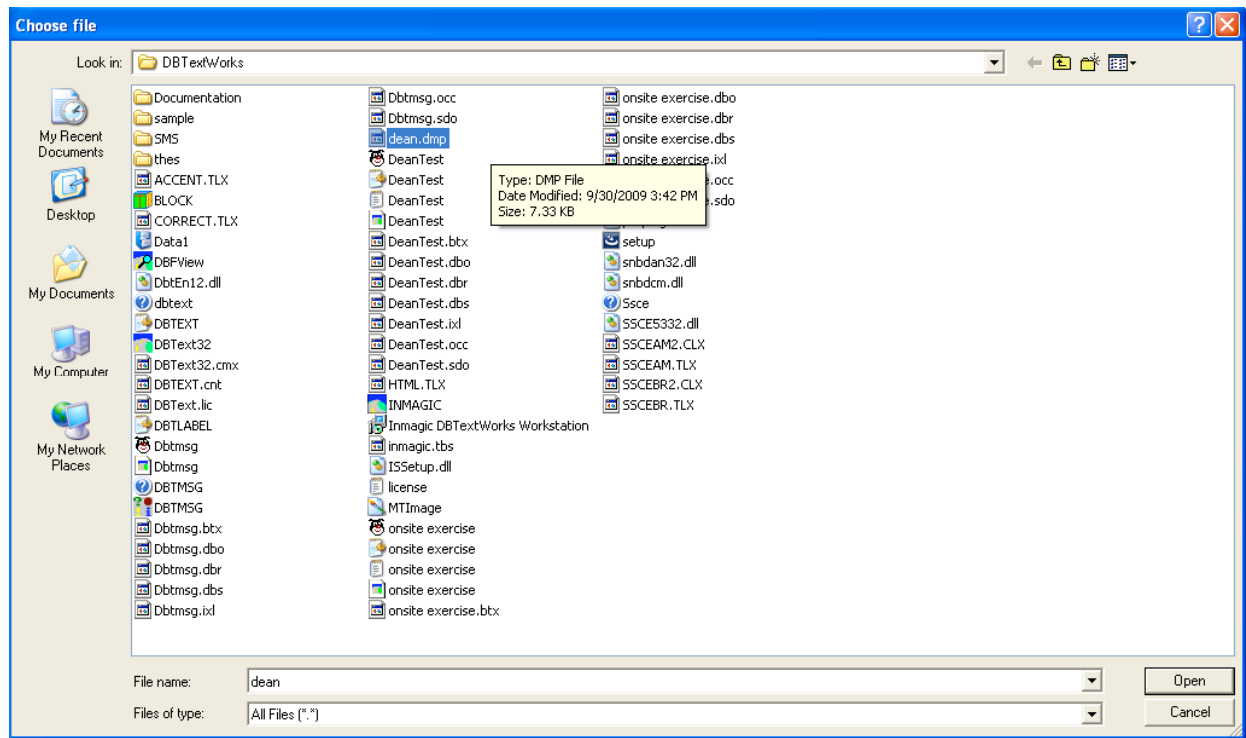
(See [Inmagic Tutorial](#) in online course content for what goes here)

[Begin here.]

Using Word, go to the directory you noted when exporting your records, and look for dean.dmp. Open that file with word. Copy everything in dean.dmp into your appendix G.

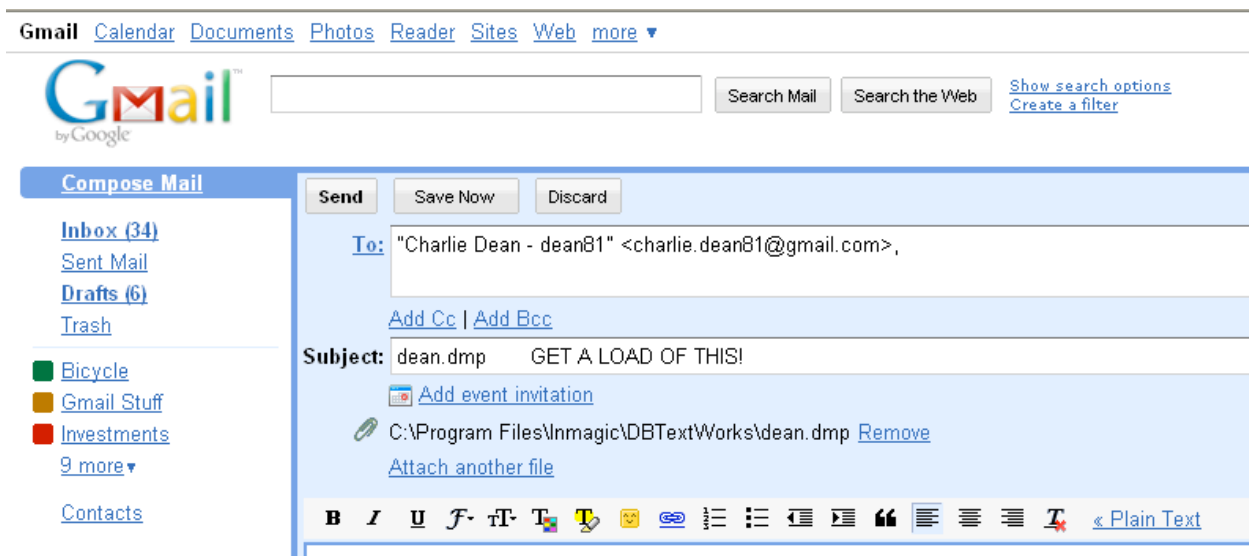
Now here I will go to “Start” and ... ooops! I cannot open the file “dean.dmp”. Do not despair—after some finagling—here is what to do. Fortunately from the hierarchy snapshot above—I know you followed the instructions—you know where your file is located.

Go to your browser on the PC side, attach the file and email it to yourself. When I tried to upload the file this is what I saw (below). You can see “dean.dmp” near the top of the left half of the screen (below).

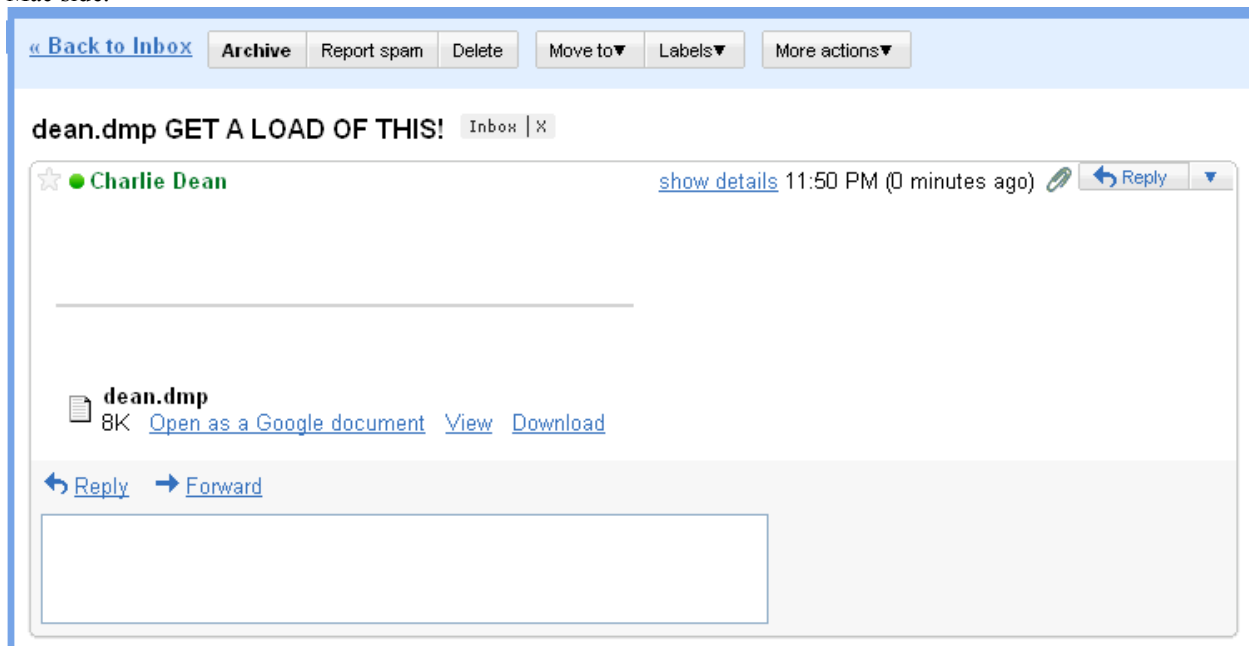


I clicked Open (above).

You can see “C:\Program Files\Inmagic\DBTextWorks\dean.dmp” in the lower half of the snapshot (below).



So now email this to yourself. I have opened my email (below). You can do open your email on the PC side or the Mac side.



Above you can see the file “dean.dmp” and the three options, Open as a Google document, View, and Download. I was not able to open it as a Google document on either the PC- or Mac side. But I believe you will be able to View and Download from either side. May I suggest the Mac side. From this point on you simply copy and paste into your Appendix G.

I hope this has helped the Macintosh users. If PC users benefited that is fine too.